



Get Up and Go!

JOB DESCRIPTION

POSITION: BAYFRONT CONVENTION CENTER – PART TIME OPERATIONS

REPORTS TO: Operations Manager

**POSITION
SUMMARY:**

The BCC Operations Worker is a part-time, “hands-on” position responsible for performing the tasks relative to the general operation, customer services, maintenance, safety and cleanliness of the Bayfront Convention Center. He/she will assist with event changeovers and in repair and/or custodial tasks, parking lot operations, laundry operation, as well as assisting Food and Beverage operations and other work as required. He/she must work closely with the Operations Manager to insure the success of each event and satisfying the Bayfront Convention Center goals and objectives in a most effective and efficient manner. He/she must safely operate and maintain tools and equipment which includes, but not limited to: forklift, scissor lift, power tools, heating and lighting systems, etc. He/she is expected to perform other duties as assigned by his/her supervisor.

QUALIFICATIONS: The Operation Worker must possess a high school diploma or equivalent and/or vocational/technical training. He/she must have the ability to work safely and efficiently. He/she must be able to follow instructions. A general knowledge of tools, equipment, cleaning methods of and other general maintenance work is required. He/she must be capable of working with others and be able to communicate with these workers to meet the needs of the tasks at hand. He/she must be able to walk, climb, lift fifty pounds and have manual dexterity and motor coordination. He/she must be bondable and pass a security/reference check. He/she must possess a valid Driver’s License.

SALARY RANGE: \$7.50-\$13.50



809 French Street • Erie, PA 16501 • www.erieevents.com

Administrative 814-453-7117 • Fax 814-455-9931 • Box Office 814-452-4857

OPERATIONS WORKER JOB DESCRIPTION DETAIL

- The Operations Worker is a hands-on-position responsible for performing all the tasks relating to the general operation, maintenance, safety and cleanliness of the buildings and grounds.
- He/she will assist with event changeovers and in repair and/or custodial tasks, parking lot operations, laundry operation, as well as assisting Food and Beverage operations and other work as required.
- Performs event changeovers by performing the physical tasks as required. These event changeovers typically occur in the late evening and early morning, and often on weekends, as the facility is converted from one set-up to another. Generally, event scheduling requires changeovers to be accomplished along with an event clean up. The changeover and clean up tasks need to be completed on a timely basis. The proper, timely completion of changeover tasks is critical for the continued smooth operation of the facility.
- Performs event change over by providing a full, detail-cleaning of the event space and preparing the space for the next event. The process typically includes: removing trash, cleaning tables, dusting, vacuuming, moving tables and chairs, setting up stage/risers and other equipment as needed.
- The changeover may also include the use of riding and/or walk behind floor care equipment, carpet extractors, vacuum cleaners, tile floor cleaning equipment, etc.
- Utilizes time in the most efficient and effective manner possible.
- Utilizes the resources of the ECCCA in the most efficient and effective ways possible.
- Must be honest, trustworthy, reliable, and dependable and strive to do the best job possible under all circumstances.
- Must work well with fellow employees, as a team member, working toward common goals.
- Must be a self-starter and work extremely well without supervision.
- Must work well under pressure and strive to meet deadlines.
- Must complete work assignments in a timely manner and be neat, organized and strive for accuracy and efficiency.
- Maintains close communication and works cooperatively with the Operations Manager.
- Must treat guests and coworkers with courtesy and respect.
- Must be honest, trustworthy and dependable.
- Implements and maintains ECCCA and BCC policies and procedures